



# STUDENT HANDBOOK

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Dear Parents,

**Welcome to ST. JAMES'S SCHOOL**

As we look forward to an exciting year, we are delighted to have you as a member of our school family.

St. James's School creates a stimulating environment for our children and provides ways to reach their fullest potential. We set high but realistic expectations, to equip our students with academic excellence.

We also believe in an open communication between the parents and teachers in order to establish the best possible experiences of your child. Your continued support and contributions are important to the success of our school programme in general, and of your child's performances in particular. Being a caring school, we are committed to provide an environment where students feel safe and secure.

As an institution, our staff work together as a 'TEAM', to achieve our goals.

Thank you for enrolling at ST. JAMES'S SCHOOL. Rest assured that we will provide the best for your children's education.

**PRINCIPAL  
ST JAMES'S SCHOOL**



**VISION:**

“Be a Progressive School”

**VISION STATEMENT:**

“Sekolah St. James’s, an exemplary institution, inspires students to be life-long learners who can compete globally and contribute significantly to the community and nation.”

**CORE VALUES:**

***LIGHTERS***

Leadership

Initiative

Gratitude

Honesty

Teamwork

Excellence

Respect

Self-Discipline

**MISSION:**

“To educate learners, to nurture their potentials and to empower them Progressively.”

**MISSION STATEMENT:**

“Our mission is to educate our diverse learners, to nurture their potentials and to empower them to become competitive, creative and successful in life.”



# ACADEMIC GUIDELINES AND REGULATIONS

## 1. SCHOOL HOURS

- Students (except Kindergarten 1) must be in school **before 7.15 am**.

LEVEL	CLASS	SCHOOL HOURS	BREAK TIME
KG	KG 1	8.00 am – 11.30 am	9.00 am – 9.30 am
	KG 2 – 3	7.30 am – 12.00 pm	9.00 am – 9.30 am
Primary	Year 1	7.15 am – 12.00 pm	9.30 am – 10.00 am
	Year 2 – 5	<u>Morning session:</u> 7.15 am – 12.00 pm  <u>Afternoon session:</u> 1.30 pm – 3.00 pm	<u>Morning session:</u> 9.30 am – 10.00 am  <u>Afternoon session:</u> 12.00pm – 1.30 pm (including prayer time)
	Year 6	7.15 am – 12.00 pm	9.30 am – 10.00 am
Secondary	Year 7 – 11	7.15 am – 12.30 pm	10.00 am – 10.30 am (except Saturday, 9.30 am – 10.00 am)

- **NOTE:** Students are to be out of the classroom and eat outside at the spaces provided during the break time. Students are prohibited from being in the classroom during the break time.

## 2. ATTENDANCE

- Students must obtain at least 85% attendance at the end of the year. Any students with attendance below 85% will not be eligible for the next academic level.
- Three times late is equivalent to one day absent. The accumulated absences will be deducted from the student's attendance at the end of the year.
- Afternoon attendance for extended lessons (regular classes) is compulsory. Absent without valid reasons or permission would result in the morning attendance to be nullified.



# ACADEMIC GUIDELINES AND REGULATIONS

## 3. ACADEMIC PROGRAMME

### A) ACADEMIC ENRICHMENT PROGRAMME

- Students must treat any programmes provided seriously, by:
  - i) attending all the classes provided
  - ii) improving their subject's performance

### B) EXTRA CLASSES

- Absent from extra class is equivalent to 'O' attendance for the whole day.

## 4. INTERNAL ASSESSMENTS AND EXAMINATIONS

- Student's progress is measured as follows:

### A) FIRST ASSESSMENT (YEAR 1–11)

<u>YEAR 1–5, 7, 9 AND 10</u>	<u>YEAR 6, 8, 11</u>
<ul style="list-style-type: none"> <li>• 80% Assessment</li> <li>• Format: one paper</li> </ul>	<ul style="list-style-type: none"> <li>• 90% Assessment</li> <li>• Format: one paper</li> </ul>
<ul style="list-style-type: none"> <li>• 10% Topic test</li> <li>• 5% Classwork</li> <li>• 5% Homework</li> </ul>	<ul style="list-style-type: none"> <li>• 5% Topic test</li> <li>• 5% Classwork/ Homework</li> </ul>

### B) MID-YEAR EXAMINATION (KGs, YEAR 1–11)

<u>YEAR 1–5, 7, 9 AND 10</u>	<u>YEAR 6, 8, 11</u>
<ul style="list-style-type: none"> <li>• 80% Examination</li> <li>• Format: public exam format</li> </ul>	<ul style="list-style-type: none"> <li>• 100% Examination</li> <li>• Format: public exam format</li> <li>• Oral Examination (Presented as 'P' for Pass and 'F' for Fail)</li> </ul>
<ul style="list-style-type: none"> <li>• 10% Topic test</li> <li>• 5% Classwork</li> <li>• 5% Homework</li> </ul>	<ul style="list-style-type: none"> <li>• 10% Topic test</li> <li>• 5% Classwork</li> <li>• 5% Homework</li> </ul>
	} Presented as 100%



# ACADEMIC GUIDELINES AND REGULATIONS

## 4. INTERNAL ASSESSMENTS AND EXAMINATIONS

- Student's progress is measured as follows:

### C) MOCK EXAMINATION (YEAR 6, 8 AND 11)

#### YEAR 6, 8, 11

- 100% Examination
  - Oral Examination (Presented as 'P' for Pass and 'F' for Fail)
  - 10% Topic test
  - 5% Classwork
  - 5% Homework
- Format: public exam format
- } Presented as 100%

### D) FINAL EXAMINATION (KGs, YEAR 1–5, 7, 9–10)

#### YEAR 1–4 AND 9

- 80% Assessment
- Format: public exam format
- 10% Topic test
- 5% Classwork
- 5% Homework

#### YEAR 5, 7 AND 10

- 100% Examination
  - Format: public exam format
  - Oral Examination (Presented as 'P' for Pass and 'F' for Fail)
  - 10% Topic test
  - 5% Classwork
  - 5% Homework
- } Presented as 100%

#### Note to parents:

1. Parents are advised to monitor their children's works (classwork, homework, project and topic test) as they are included in the marking system and student's progress report.
2. Only students with Medical Certificate will be allowed to sit for an assessment/examination paper which they had missed due to illness.



## ACADEMIC GUIDELINES AND REGULATIONS

### 5. PUBLIC ASSESSMENTS AND EXAMINATIONS

#### A) PENILAIAN SEKOLAH RENDAH (PSR) – YEAR 6

- Students are encouraged to obtain 5A's or at least pass in all subjects.

#### B) STUDENT PROGRESS ASSESSMENT (SPE) – YEAR 8

- Students should at least obtain 70% in all core subjects and 60% in any other 4 subjects.
- Students who are keen to proceed their studies in Science stream must score 75% in all core subjects.

#### C) BRUNEI-CAMBRIDGE GENERAL CERTIFICATE OF EDUCATION 'O' LEVEL (BC-GCE 'O' LEVEL) – YEAR 11

- As a general requirement, Year 9 and Year 10 students should obtain at least 5 'O's in their examinations. This is because for Year 11 students to proceed their studies at 'A' Level, they must obtain at least 5 'O's in their BC-GCE 'O' Level examination.
- All candidates must get at least a credit in Bahasa Melayu and in English Language as required to enter and pursue further studies in local higher institutes.
- **REGISTRAION AND PAYMENT FOR GCE 'O' LEVEL:**
  - Registration for May/June GCE 'O' Level opens in January and it is **optional**.
  - Registration for October/November GCE 'O' Level opens in June and it is **compulsory**. All candidates must register a minimum of seven subjects.
  - Registration forms will be provided to the students, which will need to be submitted back together with full payment of required fees.

FEES	AMOUNT	REMARKS
Entry fee	\$40.00	Compulsory fee for all students
Local fee	\$20.00	
Subject fee	\$35.00 per subject	
Practical fee	\$20.00 per subject	Additional fee for Science students only.





## **ACADEMIC GUIDELINES AND REGULATIONS**

### **6. RULES DURING ASSESSMENTS AND EXAMINATIONS**

#### **A) SCHOOL FEES**

- Outstanding school fees must be paid at least a week before the start of any examination.
- Failure to do so may result in the student not being allowed to sit for the examination.

#### **B) INSTRUCTIONS FOR STUDENTS**

- Know the dates and times of your examinations. Attendance is compulsory. In the event of absenteeism, students must present an official medical certificate from a doctor in order to sit for the missed exam paper.
- Only clear/transparent pencil cases are allowed. Students are to bring their own writing instruments and any other equipment required for the examination.
- Carry out any instructions from the invigilators for the examination. When there is a problem, students are to raise their hand to attract teacher's attention and speak quietly. Do NOT disturb other students.
- Students must not possess any unauthorized material, including electronic devices such as smart watches/glasses, and any papers such as sticky notes. NO mirror
- All books and bags should be left in front of or back of the exam room or outside of the room. Accessing the bags during exam time is prohibited.
- Students may NOT leave the exam room without the permission of the teacher.
- Wearing of jacket is allowed inside exam room. However, jacket must be taken off and left on the desk when the student wishes to go to the toilet.
- No question paper and answer paper, even if it only contains rough work and is not part of the answer sheet, should be taken out of the exam room. All papers should be left on the desk to be collected by the teacher.
- NO eating and drinking. Only plain water bottle with no plastic cover is allowed.



## ACADEMIC GUIDELINES AND REGULATIONS

### 6. RULES DURING ASSESSMENTS AND EXAMINATIONS

#### C) RULES FOR THE USE OF ELECTRONIC CALCULATORS

- Calculator cases, instruction leaflets or instructions and formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of students during the exam, or must be securely covered if they cannot be removed.
- The power supply and working condition of the calculator is the responsibility of the students. Where appropriate, the student may bring a spare set of batteries or spare calculator into the exam room.
- The calculator must be silent, with a visual display only.
- Calculators must not be borrowed from other students throughout the exam time for any reason.
- Calculators with any of the following features are prohibited:

Graphic display

Data banks

Dictionaries

Language translators

Retrieval or manipulation of text or formulae

QWERTY keyboards

Built-in symbolic algebra or manipulations

Symbolic differentiation or integration

Capability of remote communication with other machines

The use of any such calculator will be regarded as malpractice.

#### **WARNING**

- *Any attempt to cheat or to disturb any other students during any assessments or examinations may lead to disqualification.*



## **ACADEMIC GUIDELINES AND REGULATIONS**

### **7. STUDENT'S CLASS RANKING IN INTERNAL ASSESSMENTS AND EXAMINATIONS**

#### **A) FOR YEAR 1 – 8**

1. All students will be ranked in every assessment/examination.
2. If the student dropped:
  - A) only one (1) subject, he/she is still included in the rank using the number of subjects as divisor;  

Example: Out of 8 subjects the student dropped 1 subject, so the divisor will be 7 in calculating average mark/grade.
  - B) two or more subjects, the student will be automatically excluded in the class rank.
3. The divisor in calculating average mark is equivalent to the maximum number of subjects (except to those students who dropped only one subject).
  - Recognition Day is usually held in school term 1 to recognize PSR and 'O' Level candidates who achieved outstanding results in their public examinations the previous year.

#### **B) FOR YEAR 9 – 11**

1. All students will be ranked in every assessment/examination.
2. All ranking will be based on the number of credits (60% and above) earned in any subject. Should there be a tie, student's General Average (GA) will be used to determine the rank.
3. Should there be no credit marks, they still will be ranked provided that their average marks is 50.00 above.

# ACADEMIC GUIDELINES AND REGULATIONS

## 8. WEIGHTAGE FOR SCHOOL PROGRESS ASSESSMENT (SPA) FOR YEAR 8

SUBJECTS	SBA		SPE	SPA
	YEAR 7	YEAR 8	YEAR 8	(SBA+SPE)
<b>CORE SUBJECTS</b>				
Bahasa Melayu (BM)	15%	15%	70%	100%
English Language	20%	20%	60%	
Mathematics	20%	20%	60%	
Science	20%	20%	60%	
<b>NON-CORE SUBJECTS</b>				
Islamic Religious Knowledge (IRK)	20%	20%	60%	100%
Melayu Islam Beraja (MIB)	20%	20%	60%	
Social Studies	25%	25%	50%	
Business, Art and Technology (BAT)	50%	50%	–	

- School Based Assessment (SBA) are accumulated marks from Year 7 and Year 8 prior to the SPE.
- School Progress Examination (SPE) are the final examination sat by Year 8 students at the end of their two-year course.
- Altogether, SBA and SPE marks will give the final mark/grade for School Progress Assessment (SPA) for Year 8.



## ACADEMIC GUIDELINES AND REGULATIONS

### 9. PARTIAL SCHOLARSHIP SCHEME

#### A) PENILAIAN SEKOLA RENDAH [PSR]

- The following are the eligibility criteria for PSR and benefits that will be offered starting in Year 7.

ELIGIBILITY CRITERIA		BENEFITS
<b><u>5 A's</u></b>	<b><u>Grade</u></b>	
Bahasa Melayu	A	
English Language	A	
Mathematics	A	✓ Textbooks (on loan)
Science	A	✓ School uniform
Melayu Islam Beraja	A	✓ P.E. uniform
		✓ School badge
		✓ School tie
		✓ Tudung (for girls)
<b><u>4 A's 1 B</u></b>	<b><u>Grade</u></b>	
Bahasa Melayu	A	
English Language	A	
Mathematics	A	
Science	A	
Melayu Islam Beraja	B	
<b><u>3 A's 2 B's</u></b>	<b><u>Grade</u></b>	
English Language	A	✓ Textbooks (on loan)
Mathematics	A	
Science	A	
Bahasa Melayu	B	
Melayu Islam Beraja	B	

#### B) STUDENT PROGRESS ASSESSMENT [SPA]

- The following are the eligibility criteria for SPA and benefits that will be offered starting in Year 9.

ELIGIBILITY CRITERIA	BENEFITS
Score 65% and above in the following subjects: <ul style="list-style-type: none"> <li>Bahasa Melayu</li> <li>English Language</li> <li>Mathematics</li> <li>Science</li> </ul>	✓ Textbooks (on loan) ✓ School uniform ✓ P.E. uniform ✓ School badge ✓ School tie ✓ Tudung (for girls)



## **ACADEMIC GUIDELINES AND REGULATIONS**

### **9. PARTIAL SCHOLARSHIP SCHEME**

#### **C) CONFIRMATION OF PARTIAL SCHOLARSHIP AWARD**

- Class teacher will confirm the list of eligible students with the administration office.
- Eligible students will be informed by class teacher.
- Parents of eligible students are to obtain the confirmation letter and relevant form to be filled in from the school's administration office.
- At the end of the school year, students may be eligible for subsequent year's partial scholarship award if they meet the requirement as stated in section 9D below. Same procedure will take place as stated above for confirmation of the partial scholarship award.

#### **D) REQUIREMENT FOR THE SUBSEQUENT YEAR'S PARTIAL SCHOLARSHIP AWARD**

1. Students must achieve and maintain:

A) At least 70% in core subjects:

- Bahasa Melayu
- English Language
- Mathematics
- Science (Year 7–8)
- Combined Science (Year 9–11 Arts)
- Biology, Chemistry & Physics (Year 9–11 Science)

B) At least credits in other non-core subjects

2. Students must maintain at least 85% in attendance.



## ACADEMIC GUIDELINES AND REGULATIONS

### 10. AWARDS

#### A) ACADEMIC AWARDS DAY

- Academic Awards Day is usually held at the end of school term 3 to award students who achieved top 3 ranks in their end of year examinations.

##### **KG 1-3**

- Top 5 in Final Examinations
- Special awards

##### **YEAR 1-5, 7, 9 AND 10**

- Top 3 in Final Examinations

##### **YEAR 8**

- Top 3 in School Progress Assessment (SPA)

##### **YEAR 6 AND 11**

- Top 3 in Mock Examinations
- 5 A's in Mock Examinations (Year 6)
- Highest number of credits in Mock Examinations (Year 11)

#### **NOTE:**

- *For students to be eligible for the awards, they must obtain general average of 50% and above.*

#### B) GRADUATION DAY

- Graduation Day is usually held at the end of school term 3 to commemorate the completion of Kindergarten, Primary and Secondary education for KG 3, Year 6 and Year 11 students respectively.



## ACADEMIC GUIDELINES AND REGULATIONS

### 10. AWARDS

#### C) RECOGNITION DAY

- Recognition Day is usually held in school term 1 to recognize PSR and 'O' Level candidates who achieved outstanding results in their public examinations the previous year.

##### **YEAR 6 (PSR candidates)**

- Academic Achiever in PSR (5 A's, and 4 A's 1 B with B for MIB)

##### **YEAR 11 ('O' Level candidates)**

- Highest Academic Achiever in 'O' Level (Highest number of credits)
- Most Outstanding Student (based on academics, achievements and participation in curricular activities)
- Academic Achiever in 'O' Level (5 'O's and above)
- Best in Subject in 'O' Level (Highest mark with grade A\* or A2)

#### **NOTE:**

- *For 'O' Level candidates to be eligible for the awards, they must:*
  - *register and sit for a minimum of seven subjects during the October/November 'O' Level examination, and*
  - *obtain at least a credit in Bahasa Melayu or Islamic Religious Knowledge, and at least a credit in English Language.*

#### D) LOYALTY AWARD

- Loyalty Award is awarded to Year 11 students who studied in St. James's School from KG 1 to Year 11.
- This award is usually presented during the Academic Awards Day.





## ACADEMIC GUIDELINES AND REGULATIONS

### 11. SUBJECTS OFFERED

<b>KINDERGARTEN</b>		
<b>KINDERGARTEN 1</b>	<b>KINDEGARTEN 2</b>	<b>KINDEGARTEN 3</b>
English Mathematics Co-Curricular Activities Singing/Dancing Physical Education Arts and Crafts Practical Life Activity	Bahasa Melayu English Mathematics Co-Curricular Activities Singing/Dancing Physical Education Arts and Crafts Practical Life Activity	Bahasa Melayu English Mathematics Co-Curricular Activities Singing/Dancing Physical Education Jawi Practical Life Activity

<b>LOWER PRIMARY</b>	<b>UPPER PRIMARY</b>
<b>YEAR 1–3</b>	<b>YEAR 4–6</b>
Bahasa Melayu English Mathematics Science Islamic Religious Knowledge Melayu Islam Beraja Art ICT Physical Education Co-Curricular Activities	Bahasa Melayu English Mathematics Science Islamic Religious Knowledge Melayu Islam Beraja Social Studies Art ICT Physical Education Co-Curricular Activities



# ACADEMIC GUIDELINES AND REGULATIONS

## 11. SUBJECTS OFFERED

LOWER SECONDARY	
<b>YEAR 7–8</b>	
Bahasa Melayu English Mathematics Science Islamic Religious Knowledge Melayu Islam Beraja	Social Studies Business, Art and Technology [BAT] Physical Education Co-Curricular Activities

UPPER SECONDARY	
YEAR 9–11 ARTS	YEAR 9–11 SCIENCE
Bahasa Melayu English Mathematics 'D' Islamic Religious Knowledge / Art Geography Combined Science Commerce / Travel & Tourism Computer Science Melayu Islam Beraja Physical Education Co-Curricular Activities	Bahasa Melayu English Mathematics 'D' Islamic Religious Knowledge / Art Additional Mathematics / Geography Biology Physics Chemistry Melayu Islam Beraja Physical Education Co-Curricular Activities Computer Science (Optional – afternoon)

**NOTE:**

- Additional Mathematics and Computer Science are not offered to Year 11 Science in 2024 Academic Year.
- Commerce is offered to Year 9 Arts in 2024 Academic Year only.
- Computer Science is a compulsory subject to both Year 9 Arts and Science in 2024 Academic Year.



# ACADEMIC GUIDELINES AND REGULATIONS

## 12. CO-CURRICULAR ACTIVITIES OFFERED

- CCA is conducted on:
  - Saturday at 8.30 am – 9.00 am & 9.30 am – 10.00 am for Kindergarten
  - Thursday at 8.30 am – 9.30 am for Primary
  - Saturday at 8.30 am – 9.30 am for Secondary

<b>KINDERGARTEN</b>	<b>LOWER PRIMARY</b>
Arts and Crafts Dance Mini Sport Music and Movements	Crafts Life Skills Dance Scouts
<b>UPPER PRIMARY</b>	<b>SECONDARY</b>
Crafts Dance Badminton Football/Futsal Scouts	Badminton Basketball Culinary Fencing Football/Futsal Netball Scouts



# CODE OF CONDUCT

The school's code of conduct applies during regular school hours, afternoon/Friday extended/extra classes and during any school activities or events.

## 1. SCHOOL UNIFORM

- Students should wear proper uniform at all times.

### A) BOYS

Boys wear:

<p><b><u>Kindergarten</u></b></p> <ul style="list-style-type: none"> <li>• white-collared shirt with short sleeves</li> <li>• dark blue checkered trousers</li> <li>• school's badge on left side of the chest</li> <li>• black shoes</li> <li>• white socks</li> </ul>	<p><b><u>Primary (Year 1–6)</u></b></p> <ul style="list-style-type: none"> <li>• white-collared shirt with short sleeves</li> <li>• dark blue trousers</li> <li>• school's badge on left side of the chest</li> <li>• black shoes</li> <li>• white socks</li> <li>• songkok for Muslim boys</li> </ul>
<p><b><u>Lower Secondary (Year 7–8)</u></b></p> <ul style="list-style-type: none"> <li>• white-collared shirt with long sleeves</li> <li>• dark blue trousers</li> <li>• black shoes</li> <li>• white socks</li> <li>• songkok for Muslim boys</li> <li>• light blue tie (<i>old edition without school badge</i>)</li> <li>• school's badge on left side of the chest</li> </ul>	<p><b><u>Upper Secondary (Year 9–11)</u></b></p> <ul style="list-style-type: none"> <li>• white-collared shirt with long sleeves</li> <li>• dark blue trousers</li> <li>• black shoes</li> <li>• white socks</li> <li>• songkok for Muslim boys</li> <li>• dark blue tie (<i>old edition without school badge</i>)</li> <li>• school's badge on left side of the chest</li> </ul>
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• For male secondary students wearing <b>new edition dark blue tie</b> (with printed school badge on it) <b>does not</b> need to buy another school's badge.</li> </ul>	



# CODE OF CONDUCT

## 1. SCHOOL UNIFORM

### B) GIRLS

Girls wear:

<p><b><u>Kindergarten</u></b></p> <ul style="list-style-type: none"> <li>• white blouse with long sleeves and long blue checkered skirt <b>OR</b> dark-blue checkered gown ankle-length</li> <li>• white socks</li> <li>• black shoes</li> <li>• school's badge on left side of chest</li> </ul>	<p><b><u>Primary (Year 1–6)</u></b></p> <ul style="list-style-type: none"> <li>• white blouse with long sleeves</li> <li>• long blue checkered skirt</li> <li>• white socks</li> <li>• black shoes</li> <li>• white tudung with blue laced borders for Muslim girls</li> <li>• school's badge on left side of the tudung (for Muslim girls) or left side of chest (for non-Muslim girls)</li> </ul>
<p><b><u>Lower Secondary (Year 7–8)</u></b></p> <ul style="list-style-type: none"> <li>• white blouse with long sleeves</li> <li>• long blue checkered skirt</li> <li>• white socks</li> <li>• black shoes</li> <li>• white tudung with blue laced borders for Muslim girls</li> <li>• light blue tie (<i>old edition without school badge</i>)</li> <li>• school's badge on left side of the tudung (for Muslim girls) or left side of chest (for non-Muslim girls)</li> </ul>	<p><b><u>Upper Secondary (Year 9–11)</u></b></p> <ul style="list-style-type: none"> <li>• white blouse with long sleeves</li> <li>• long blue checkered skirt</li> <li>• white socks</li> <li>• black shoes</li> <li>• white tudung with blue laced borders for Muslim girls</li> <li>• dark blue tie (<i>old edition without school badge</i>)</li> <li>• school's badge on left side of the tudung (for Muslim girls) or left side of chest (for non-Muslim girls)</li> </ul>
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• For Muslim female secondary students wearing <b>new edition dark blue tie</b> (with printed school badge on it), <b>still need</b> to wear school's badge on the tudung.</li> </ul>	

**NOTE:** non-Muslim girls **must** tie their hair neatly.



## CODE OF CONDUCT

### 1. SCHOOL UNIFORM

- Students should wear proper uniform at all times.

#### C) PE UNIFORM

Students wear:

- school's red PE shirt
- school's sports pants
- sports shoes

#### NOTE:

- PE uniform must be worn during PE and CCA activities only.

#### D) PRACTICAL CLASSES UNIFORM (For Science students only)

Sciences students should wear white laboratory gown/coat on top of their usual school uniform during Science Practical classes.

- The school uniform, P.E. uniform and laboratory coat are available at:  
Dayang Rabiah Ahmad Sdn Bhd, Shop  
No: 38, 39 Ground Floor, Jalan Pretty, Kuala Belait.
- The school tie and badge are available at:  
St. James's School administration office.

#### REMINDER

- *If student is not able to wear proper uniform as outlined above due to reasons such as no size available or due to health reasons, student **must fill in permission form at Discipline Master.***



## CODE OF CONDUCT

### 2. DRESS CODE AND PROPER GROOMING

- Students should also follow the following discipline:

#### A) HAIRCUT

- **NO** dyed hair for all students.
- **NO** permed hair and facial hair for boys.
- Boys should have proper haircut.
  - The hair **must not** touch eyebrows, ears and collar of the shirt.
- For non-Muslim girls who are not wearing tudung, hair must be tied neatly.



#### B) FINGERNAILS

- Students must have short and clean fingernails.
- **NO** nail polish and henna.



#### C) SHOES

- Students must wear **fully black-coloured shoes** with full uniform.
  - **NO** black shoes with white soles.
- Students can wear sport shoes with PE uniform.



#### D) OUTERWEAR (JACKET/CARDIGAN)

- Students are prohibited to wear their jacket/cardigan **within** the school premises.
- Students can **only** wear jacket/cardigan **inside** the classroom.
- Students are to remove their jacket/cardigan whenever they are outside of the classroom.
- Any jacket/cardigan to be worn in the classroom should be of plain colour with no design on it.
- **NO** hoodie/pullover/sweatshirt allowed at any time.





## CODE OF CONDUCT

### 2. DRESS CODE AND PROPER GROOMING

- Students should also follow the following discipline:

#### E) JEWELRY AND ACCESSORIES

- Students are **prohibited** from wearing jewellery and other accessories.
- Students are **prohibited** from wearing smartwatches.



#### F) HAND SOCKS AND LEGGINGS

- Girls are allowed to wear **white** or **black-coloured hand socks** only, if any.
- KG girls wearing school gown are allowed to wear **black-coloured leggings** only, if any.
- **NO** jeans, sweatpants and track pants are allowed.



#### G) HATS OR CAPS

- **NO** hats or caps should be worn except during outdoor school events, such as sports, outings and visits.



#### NOTE:

- Class and subject teachers as well as discipline committee shall observe and monitor student's dress code and proper grooming in school.
- If student's dress code or grooming violates the school's code of conduct, appropriate corrections shall be asked to make.
- If students refuse, the Principal shall notify the parents to make necessary corrections.
- Appropriate disciplinary actions shall be taken if students continue to violate the school's code of conduct.





**KINDERGARTEN UNIFORM**



**PRIMARY UNIFORM**



**PE UNIFORM**





### LOWER SECONDARY UNIFORM



### UPPER SECONDARY UNIFORM





## CODE OF CONDUCT

### 3. ATTENDANCE IN SCHOOL

#### A) ATTENDANCE

- Students **must obtain at least 85% attendance** at the end of the year.

Any students with attendance below 85% will not be eligible for the next academic level.

- Afternoon attendance for extended lessons (regular classes) is compulsory. Absent without valid reasons or permission would result in the morning attendance to be nullified.
- Students who are present throughout the school hours will be marked 'Present (/)' in his/her class attendance.

#### B) ABSENTEEISM

- Any absent student should produce a Medical Certificate (MC).
- If a student cannot produce a Medical Certificate, he/she must provide a note from the parents/guardians to support the absence.
- The same rules apply to any emergencies or urgent family matters. Students are required to present a Medical Certificate or an excuse letter.
- Students who are absent without valid reason will be marked 'Absent (O)' in his/her class attendance. Students who are absent with valid reason supported by Medical Certificate or an excuse letter will be marked 'Absent with Permission (P)' in his/her class attendance.

#### C) TARDINESS / LATES

- Students arriving to school after 7.30 am will be considered late and will be marked 'Late (L)' in his/her class attendance.
- Three (3) times late is equivalent to one (1) day absent. The accumulated absences will be deducted from the student's attendance at the end of the year.



## CODE OF CONDUCT

### 3. ATTENDANCE IN SCHOOL

#### D) GOING HOME EARLY

- Students are not permitted to leave the school compound without the permission of the administration office.
- Students may leave the school early if they feel ill or sick, or due to official, urgent or emergency reasons, only if they are picked up by parents or guardians with permission from the administration office.
- Leaving the school compound without permission is considered a serious offence and will result in disciplinary action.
- **Procedure for students leaving school early if they feel ill or sick:**
  - i) Students inform the class or subject teacher.
  - ii) Students obtain permission from the Principal or Deputy Principal.
  - iii) Students call parents or guardians to fetch them from school.
  - iv) Parents or guardians of the students must complete 'Permission to Leave during School Hours' form at the administration office.
  - v) Students pass the completed form to class or subject teacher before leaving the school early with their parents or guardians.
- **Procedure for students leaving school early if there are official, urgent or emergency reasons:**
  - i) Parents or guardians of the students see Principal to inform reason of students leaving early and present the letter stating the reason thereof.
  - ii) Parents or guardians of the students must complete 'Permission to Leave during School Hours' form at the administration office.
  - iii) Students will be notified to go home early and pass the completed form to class or subject teacher before leaving the school early with their parents or guardians.
- Students who go home early will be marked 'Early (E)' in his/her class attendance.
- **NOTE:** The school discourages the parents or guardians from fetching their child during school hours, except during emergencies or for official reasons.



## CODE OF CONDUCT

### 4. RESTRICTED ITEMS

#### A) BANNED ITEMS

Students are prohibited from bringing and using the following items in school grounds. Possessing these items may result in appropriate disciplinary actions.

- Electronic devices such as mobile phones, iPads/tablets, laptops, MP3 players, iPods, digital cameras, smart watches, etc.
- Cigarettes and e-cigarettes/vape
- Vaping juice
- Cosmetics
- Jewellery and accessories
- Comb with sharp ends
- Correction fluids or tape
- Cutter and scissor
- Alcoholic beverages
- Other prohibited materials deemed dangerous to cause harm to others or to vandalize the school and/or school properties.

#### B) MOBILE PHONES

- As per MOE Memorandum KPE/DG/BPS/C/29, mobile phones are **strictly prohibited** in the school as it may cause disruption to lessons.
- The rules below will be applied for any offenders.

##### 1<sup>st</sup> Offence

- The phone will be confiscated and surrendered to the Discipline Master.
- Only the parents can collect the phone.
- The offending students will be warned.

##### 2<sup>nd</sup> Offence

- The phone will be confiscated and surrendered to the Deputy Principal.
- Only the parents can collect the phone **AFTER ONE MONTH**.
- The offending students will be reprimanded.

##### 3<sup>rd</sup> Offence

- The phone will be confiscated and surrendered to the Principal.
- Only the parents can collect the phone **AFTER THREE MONTHS**.
- The offending students will be suspended for one (1) day.



## CODE OF CONDUCT

### 5. CONDUCT AND BEHAVIOUR

#### A) DURING BREAK TIME

- Students are to be out of the classroom and may eat outside at the spaces provided during the break time.
- Class teachers will lock the classroom during the break time.
- Students are prohibited from being in the classroom during the break time.

#### B) DURING LUNCH TIME

- Students are not allowed to leave the school compound without the permission of the administration office.
- In the case of afternoon extended lessons or extra class, students are not allowed to go out of the school compound during the lunch time.
- Students are highly advisable to bring packed lunch or have their lunch sent at the school gate by their parent or guardian.

#### C) PROPER CONDUCT

The following proper conduct should be manifested by all students:

- Reading of morning prayers (do'a) before the start of the 1<sup>st</sup> period.
- Respect all people in the school, which includes school authorities, staff, teachers, parents, visitors, schoolmates and classmates.
- Maintain the cleanliness of the classroom and school compound.
- Respect school and individual properties.
- Avoid unnecessary distractions during curriculum time.
- Come to school on time.
- Obey the teachers and Student Councillors.
- Stand in attention, with pride and dignity when singing the National Anthem and school's song.
- Submit/do homework and classwork on time.
- Practice the school's Core Values (LIGHTERS).



## CODE OF CONDUCT

### 5. CONDUCT AND BEHAVIOUR

#### D) IMPROPER CONDUCT

The following are considered wrong and illegal and may result to student's disciplinary action.

- Disrespectful to school authorities, staff, teachers, parents, visitors, schoolmates and classmates.
- Littering in the school compound
- Damaging or vandalizing school properties.
- Wearing improper uniform.
- Eating and drinking inside the classroom.
- Coming to school without books and/or any writing materials.
- Smoking or vaping.
- Disruptive behaviour such as shouting, swearing, playing in class, etc.
- Bullying, intimidation, threatening, fighting, etc.
- Bringing prohibited or banned items as stated in rules 15.
- Sleeping in class.
- Using school's appliances, equipment, etc, without permission from the school authorities.
- Going to the toilet in group.

#### E) VANDALISM

For any vandalism or destruction of classroom and school properties, such as books, tables, chairs, etc. Consequences may include but are not limited to:

- i) Parent/guardian contacted
- ii) Payment of damages **or** replacement of damaged goods
- iii) Detention and/or suspension, if action persists.

#### F) BULLYING/HARASSMENT

The school strives to provide a positive and conducive learning and working environment for students and teachers.

Any bullying, harassment, intimidation, hazing or menacing by students, staff, or third parties is strictly prohibited and shall not be tolerated. If found, appropriate disciplinary actions will be taken.



## SCHOOL EVENTS

### 1. ANNUAL SCHOOL ACTIVITIES

#### KG ACTIVITIES

- Mini-Sports Day (KG 1—Year 3)
- Fitness Day
- Nutrition Day
- Pajama Day
- Picnic Day
- Living Gallery
- Children's Day

#### ACADEMIC ACTIVITIES

- General Orientation Day
- English Week
- Science Week
- Science Camp
- Mathematics Week
- BM/IRK Week
- Motivational Talk (Year 6, 8, 11)

#### NON-ACADEMIC ACTIVITIES

- Book Day
- Scouts Camp
- Field/educational trips
- Maulud Nabi Celebration
- Sports Meet (Biennial)
- Solat Hajat for Exam Classes (Year 6, Year 8, Year 11)
- Graduation Photo-taking (KG3, Year 6, Year 11)

#### MAJOR SCHOOL EVENTS

- Recognition Day
- National Day Celebration
- Hari Raya Aidilfitri Celebration
- Variety Show (Biennial)
- Open Day
- Teacher's Day Celebration
- Academic Awards
- Graduation Day (KG 3, Year 6, Year 11)
  
- And other activities subject to change





## **SCHOOL EVENTS**

### **2. ACADEMIC AND SPORTS COMPETITIONS**

- Speech competition – BELTA (Brunei English Language Teachers Association) for Upper Secondary
- Sports Competitions – Athletics, Badminton, Basketball, Futsal, Football, Netball, etc.
- International Competitions – Australian Chemistry Quiz
- Science Competitions – Science Shows, Women in Science, Science Drama
- Entrepreneurial Competitions – CelikBiz for Primary students and BigStart for Secondary students
- Students in STEAM – Infographics Challenge, Video Challenge, Invention and Innovation Challenge

### **3. COMMUNITY SERVICE AND OTHER RELEVANT ACTIVITIES**

- Charity Walkathon / Jogathon / Fun Run / Concert
- Donation drive during fasting month (Ramadhan) or Hari Raya
- Recycling Drive
- Beach cleaning
- Yayasan Speech Competition (for Private schools / Lower Secondary)

### **4. INVITED TALKS**

- PTE Belait Outreach Program
- Kemuda Institute
- Brunei AIDS Council
- Green Brunei



## **NATIONAL ANTHEM**

### **ALLAH PELIHARAKAN SULTAN**

Ya Allah lanjutkanlah Usia  
Kebawah Duli Yang Maha Mulia  
Adil berdaulat menaungi nusa  
Memimpin rakyat kekal bahagia  
Hidup sentosa Negara dan Sultan  
Ilahi selamatkan Brunei Darussalam

## **ST. JAMES'S SCHOOL SONG**

Hail St. James's School our dear school  
To thee we are true.  
We loudly sing thy praises,  
and raise our voices, too.

Guide us thy children aright.  
Teach us by day and night.  
Always keep us in thy sight.  
To keep thy honour bright.

Hail St. James's School beloved.  
Loving children we'll be.  
On its message let us ponder,  
love of Allah, country and home.

When we depart from thee,  
and wherever we may be,  
we will always remember thee.  
Devoted children we will be.

Hail St. James's School our dear school,  
our fountain of wisdom clear,  
to thee we keep our promises,  
to bring thee honour and success.